

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

ACCOUNTING TECHNICIAN

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Accounting Technician is the second level in a four level Fiscal Support series. Incumbents are responsible for performing journey level clerical accounting duties that require the application of independent judgment to situations where standard procedures may not apply. Incumbents prepare and maintain financial, statistical, budgetary and payroll records involving posting and balancing.

The Accounting Technician is distinguished from the Accounting Clerk by its responsibility for performing journey level preparation and maintenance of complex financial, statistical, budgetary and payroll records involving posting and balancing. The Accounting Technician is distinguished from the Accounting Specialist, who may act in a lead capacity and is responsible for performing advanced clerical accounting activities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1. | Processes, and routes a variety of payments, permits, billings, receivables, payables, fund transfers, payroll data, workers' compensation claims, performance measures, attendance records, journal entries, vouchers, and/or other related fiscal information, to include: receiving payments, issuing receipts, recording and posting receipts, balancing financial information, calculating fees, preparing account adjustments, preparing billing charges for internal departments, and/or performing other related activities | Daily
20% |
| 2. | Creates, reviews, interprets, and maintains a variety of records, systems, and/or logs in assigned area of responsibility; enters information to applicable database(s) and/or spreadsheets; determines appropriate tracking methods to ensure accuracy of data and information. | Daily
20% |
| 3. | Monitors financial information in assigned area(s). Examines accounts, balances activity statements, and/or researches financial discrepancies and information. | Daily
20% |
| 4. | Processes transactions; researches and resolves discrepancies; prepares and documents journal and/or adjusting entries | Daily
15% |
| 5. | Assists customers and employees with requests for information over the phone and in person; researches and resolves customer discrepancies. | Daily
5% |
| 6. | Maintains a variety of accounting records and files. | Daily
5% |

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

ACCOUNTING TECHNICIAN

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
7.	Performs general clerical duties, which may include: preparing routine correspondence and/or mailings; opening, sorting, and distributing mail; maintaining office supplies; filing; and/or, performing other related activities.	Daily 5%
8.	Responds to requests for information and/or inquiries related to accounts, policies, and/or other related information; performs research to provide accurate information.	Daily 5%
9.	Assists in preparing routine reports that summarize fiscal data and information; reviews report information to verify accuracy and completeness prior to disseminating to appropriate individual(s).	Weekly 5%
10.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- High School Diploma, or GED and two years of increasingly responsible experience in maintaining financial or statistical records and experience with financial data processing;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Certification and successful testing on 10-key calculator may be required.
- Basic Class C license.

Knowledge (position requirements at entry):

Knowledge of:

- Principles, policies, practices and operations in assigned area of responsibility
- Customer service policies, principles and practices
- Mathematical concepts
- General bookkeeping
- Office procedures, principles, practices and equipment
- Applicable computer software packages
- Accounting principles, practices and methods
- Data entry techniques

FRESNO, CALIFORNIA CLASS SPECIFICATION

ACCOUNTING TECHNICIAN

Skills (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Providing customer service
- Interpreting, applying, and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Managing financial aspects associated with projects
- Examining financial records and information
- Performing data entry
- Preparing and performing mathematical calculations
- Operating standard office equipment
- Tabulating, recording, and balancing transactions
- Researching account discrepancies
- Managing multiple priorities simultaneously
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business/organizations, elected and appointed officials, etc. sufficient to exchange or convey information and give and/or receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing and talking.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

NOTE:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008